

REPORTS INVENTORY						CONTROL NO. <i>DDSPC-059</i>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) (Form 2420) Request to Procurement Division for Services						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		<input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify) <input type="checkbox"/> COMMUNICATIONS	
4. NO. OF COPIES PREPARED 9		5. FREQUENCY (weekly, monthly, quarterly, etc.) Aperiodic		6. DISTRIBUTION (No. of components not number of copies) 6			
7. FORMAT (memorandum, form computer print-out, etc.) Form 2420		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> STAT			
10. PREPARING COMPONENT (include lowest level contributing information to report) OC-CCD/CCL				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR *
12, Step 3	\$ 7.28		.5		\$4.00		44 \$176.00
14, Step 3	10.07		.25		3.00		44 132.00
15, Step 4	12.10		.25		3.00		44 132.00
5, Step 5	3.57		.5		2.00		44 88.00
TOTALS							\$528.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
(*) For initiating one "average" contract.							
<i>66</i> TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. As stated in <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS STAT	
16. DATE OF INVENTORY 7 Oct. 70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>					18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> STAT

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